

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY YOUTH BUREAU DIRECTOR**

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Jurisdictional Class: **Competitive**  
Date Adopted: **August 29, 2002**  
Date Revised:  
Jurisdictions: **County**  
Union Status: **CSEA**  
Pay Grade: **12**

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**DISTINGUISHING FEATURES OF THE CLASS:** This position is to assist the Youth Bureau Director in planning and administering youth programs in the county. Incumbent manages the financial portion of the program and assists in formulating department policies, planning projects, resource allocation and related activities. The work is performed under the general direction of the Youth Bureau Director with wide leeway allowed for independent judgment. May supervise clerical staff. Acts in the absence of the Director. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes recommendations for the creation, expansion or revision of youth service projects or programs;  
Prepares applications for Federal and State reimbursements for programs operated or proposed by the Youth Bureau, contract agencies or other public or private groups;  
Maintains financial records relating to Youth Bureau activities, including forms required by State Office of Children and Family Services (OCFS);  
Compiles data and prepares and reviews reports and vouchers;  
Assists and trains the individual municipal personnel in State procedures and guidelines;  
Prepares and recommends publicity releases;  
Coordinates training programs and workshops for youth personnel and volunteers in the county;  
Attends meetings with various youth-serving organizations;  
Assists the Director and individual jurisdictions in preparation of the annual report and county Comprehensive Plan;  
Assists in preparation of department budget;  
Assists the Director in on-site monitoring of summer recreational programs;  
Assists in promoting Youth Bureau activities and in assisting local divisions in the recruitment and training of youth leaders;  
Oversees the organization of office records;  
Maintains inventory of Youth Bureau equipment and supplies;  
Attends conferences and workshops to broaden knowledge of youth development issues;  
Attends Youth Board meetings; and  
May supervise clerical staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of maintaining financial and statistical records; working knowledge of psychological and sociological factors underlying juvenile delinquency and person maladjustment; good knowledge of English with good communication skills; ability to plan and direct the work of others; ability to plan and coordinate activities; ability to secure the cooperation of others.

Last Reviewed: n/a  
Last Updated: n/a  
Reviewed By: n/a  
Last Reallocated: n/a

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### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree and one (1) year experience in youth program services; **OR**
- (B) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Human Development, Human Behavior, Social Science, Business, Economics or Accounting [or (36) credit hours in the aforementioned course areas] **AND** three (3) years of experience in youth program services; **OR**
- (C) An equivalent combination of experience and training as defined by the limits of (A) and (B) above.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

**SPECIAL REQUIREMENT:** This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license or otherwise demonstrate the ability to meet the travel needs of the job.